

DUTY STATEMENT

Classification: Accounting Technician	Branch: Financial Management Services
Work Title: Renewable Payments	Section: Accounting Office
CBID: R04	Position #: 212-1741-016
KEY: (E) = ESSENTIAL (M) = MARGINAL	

POSITION DESCRIPTION:

Under the direct supervision of the Accounting Administrator I (Supervisor), the Accounting Technician processes Renewable claim forms for payment and acts as a liaison between the Accounting Office and program staff; processes CalCard monthly statements for payment; processes invoices for proposed new programs that will result in additional contracts, grants and loans.

WORKING CONDITIONS:

The work is performed in an indoor office setting requiring the incumbent to sit, stand, and/or walk.

DUTIES AND RESPONSIBILITIES:

The incumbent is required to work alone and/or in a team environment, use a personal computer and appropriate Commission software, and operate office equipment in the performance of the following duties and responsibilities:

- 40% Audit, encumber and schedule consumer rebate applications for the NSHP program. (E)
- 15% Process CalCard monthly statement for payment. (E)
- 10% Act as the liaison between the Accounting Office and program staff for the NSHP program. (E)
- 10% Archive accounting records and maintain records retention schedule. (E)
- 10% Process invoices for proposed new programs that will result in additional contracts, grants and loans. (E)
- 5% Reconcile encumbrances to program staff records. (E)
- 5% Serve as back-up for the travel desk. (M)

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5% Perform other duties as required consistent with the class specification. (M)

SIGNATURES	
I Certify That I Am Able To Perform, With Or Without The Assistance Of A Reasonable Accommodation, The Essential Job Duties Of This Position	
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VACANT <i>Employee</i>	MARK JONES <i>Supervisor</i>
Date	Date